



Policy: 4661
Procedure: 4661.04
Chapter: Community Services
Rule: Contractor Report Requirements

Effective: 10/17/06
Replaces: 4661.05
Dated: 06/28/06

Purpose:

The Human Services Contractor's required reports shall be submitted to the Arizona Department of Juvenile Corrections (ADJC) within guidelines and within specific time lines.

Rules:

1. The **HUMAN SERVICES CONTRACTOR** shall:
 - a. **For the Initial Assessment:**
 - i. Document an Initial Assessment report as required by the licensing agency that contains a measurable assessment of a juvenile's social, behavioral, psychological, and physical condition within seven business days from the juvenile's intake into the program;
 - ii. Forward the report documentation to the Parole Officer/Case Manager and Community Services Division.
 - b. **For the Continuous Case Plan (CCP):**
 - i. Develop a CCP within seven business days of the juvenile's intake into the program with the participation of the juvenile, the family, the Parole Officer/Case Manager, and other significant parties;
 - ii. Indicate juvenile's strengths as well as areas of the juvenile's behaviors needing development utilizing the Department's behavioral health assessment tools;
 - iii. State time-lined and measurable goals and interventions to assist the juvenile in his/her development. Goals and interventions shall be stated in behavioral terms relating to areas of development needed;
 - iv. Assign interventions to juvenile or significant parties and document on the CCP plan;
 - v. Include required discharge plan for the juvenile's release from the contractor's program;
 - vi. Review every 60 days and/or at the completion of measurable treatment goals submitted to the assigned Parole Officer/Case Manager and Community Services Division;
 - vii. Forward copy of the revised CCP or Service Plan to the Parole Officer/Case Manager and Community Services Division.
 - c. **For the Monthly Progress Reports:**
 - i. Provide a written record describing the response of the juvenile to treatment interventions and the participation of significant others in the juveniles course of treatment. The Monthly Progress Reports shall:
 - (1) Indicate the juvenile's progress consistent with the CCP goals;
 - (2) Date and signature of the juvenile, Parole Officer/Case Manager, and individual completing the report;
 - (3) Be submitted to the Parole Officer/Case Manager and the Community Services Division by the 10th business day of each month;
 - ii. Submit copies of all home visit authorization forms signed by the Parole Officer for the reporting period.
 - d. **For Incident Reports:**
 - i. Follow ADJC [4661.03](#) Contractor's Incident Report procedure.
 - e. **For the Discharge Report:**
 - i. The **HUMAN SERVICES CONTRACTOR** shall submit a Discharge Report for juveniles leaving the Contractor program. The Discharge Report shall:
 - (1) Relate to the CCP goals and reflect the juvenile's status regarding these goals;

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